



Time & Attendance Job Aid

501 TA365: Accept or Reject a Delegation as the Proxy

Accept or Reject a Delegation as the Proxy Overview

The steps below provide step-by-step instructions for the proxy accepting/rejecting a delegation request.

Table of Contents

Accept or Reject a Delegation as the Proxy 1

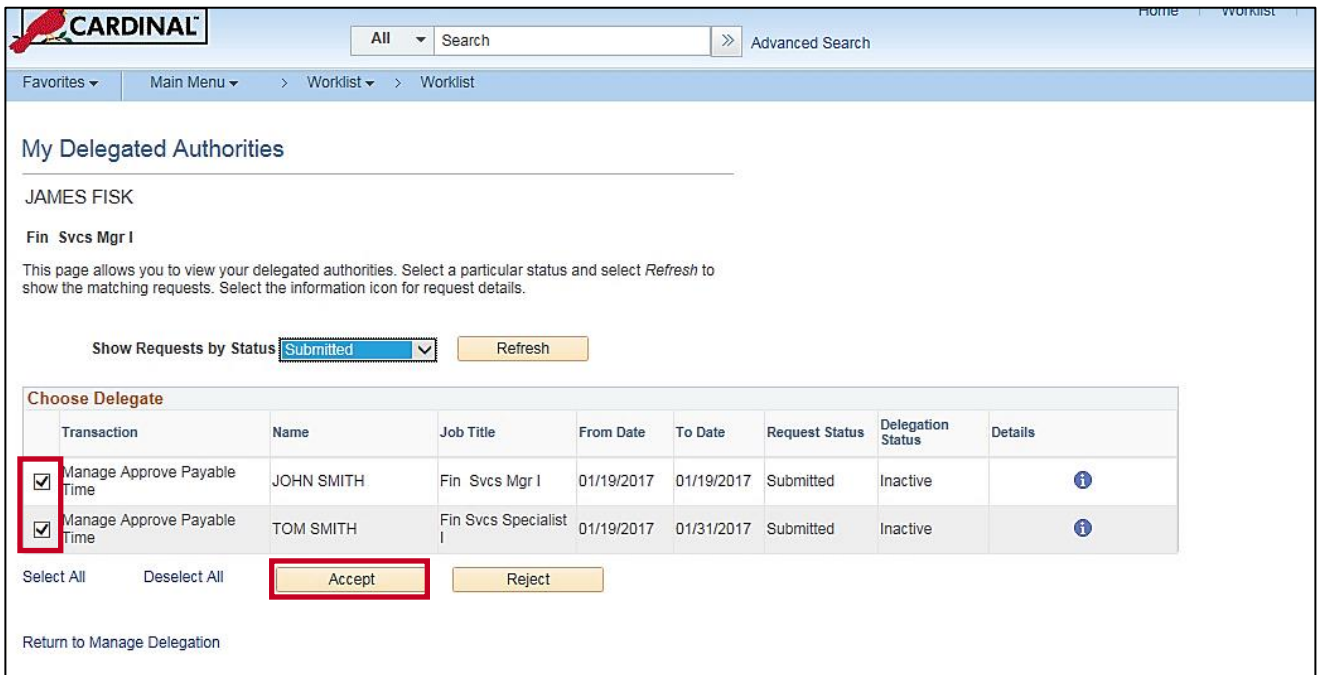
Accept or Reject a Delegation as the Proxy

The following steps show you how to accept or reject the delegation of a manager's worklist as the Proxy in the Time & Attendance process.

The screenshot shows the 'Worklist' page in the Cardinal system. The page title is 'Worklist' and it indicates 'Worklist for JAMES.FISK: FISK,JAMES'. Below the title, there is a 'Detail View' section and a 'Worklist Filters' dropdown. The main content area displays a table of 'Worklist Items' with columns: From, Date From, Work Item, Worked By Activity, Priority, and Link. There are two rows of delegation requests, both for 'Approval Routing' and 'Approval Workflow'. Each row has a 'Mark Worked' button and a 'Reassign' button. The 'Link' column contains detailed information about the delegation request, including the request ID, delegator ID, and transaction name.

From	Date From	Work Item	Worked By Activity	Priority	Link
SMITH,TOM	01/19/2017	Approval Routing	Approval Workflow		Delegation_136850_DelegationRequest_2006-01-19_N.O.DELEGATOR_ID:EMP00000037-DELEGATOR_RCD0 TRANSACTION NAME:TL_SRCH_APPRV_GRP TRANS_ALLOWED_A FROM DATE:2017-01-19 RDC:RA.0.A
SMITH,JOHN	01/19/2017	Approval Routing	Approval Workflow		Delegation_136851_DelegationRequest_2006-01-19_N.O.DELEGATOR_ID:TSP00000001-DELEGATOR_RCD0 TRANSACTION NAME:TL_SRCH_APPRV_GRP TRANS_ALLOWED_A FROM DATE:2017-01-19 RDC:RA.0.A

1. Click the **Worklist** link.



My Delegated Authorities

JAMES FISK

Fin Svcs Mgr I

This page allows you to view your delegated authorities. Select a particular status and select *Refresh* to show the matching requests. Select the information icon for request details.

Show Requests by Status: **Submitted** Refresh

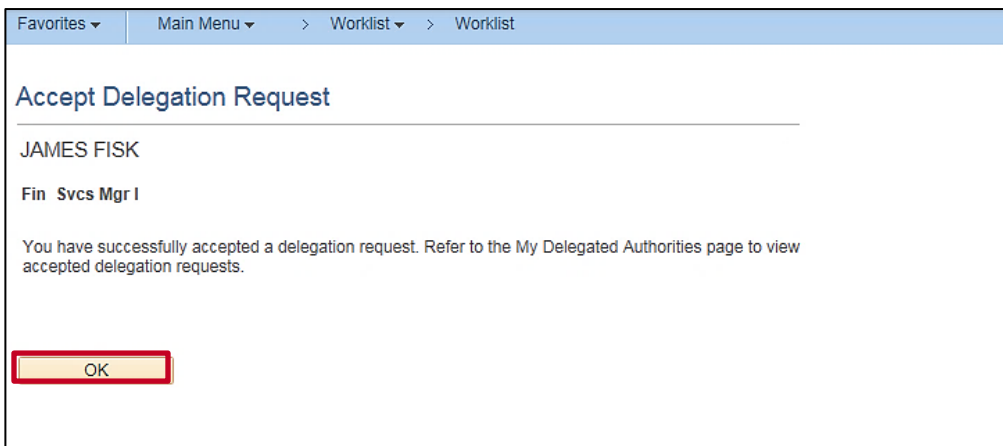
Transaction	Name	Job Title	From Date	To Date	Request Status	Delegation Status	Details
<input checked="" type="checkbox"/> Manage Approve Payable Time	JOHN SMITH	Fin Svcs Mgr I	01/19/2017	01/19/2017	Submitted	Inactive	i
<input checked="" type="checkbox"/> Manage Approve Payable Time	TOM SMITH	Fin Svcs Specialist I	01/19/2017	01/31/2017	Submitted	Inactive	i

Select All Deselect All **Accept** Reject

[Return to Manage Delegation](#)

- The **My Delegated Authorities** page displays.
- Click the check-box next to each **Transaction** that has been delegated.
- Click the **Accept** button.

Note: If the proxy rejects the delegation, the delegator will receive a notification that the proxy rejected the delegation. The **Delegation Status** on the page gets set to **Rejected**.



Accept Delegation Request

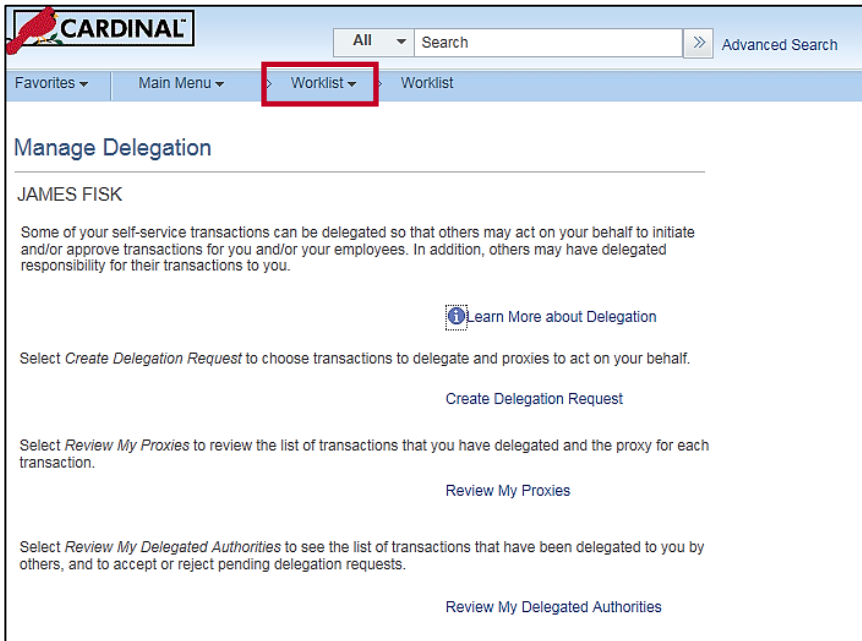
JAMES FISK

Fin Svcs Mgr I

You have successfully accepted a delegation request. Refer to the My Delegated Authorities page to view accepted delegation requests.

OK

- The **Accept Delegation Request** pop-up box displays.
- Click the **OK** button.



CARDINAL

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Favorites Main Menu **Worklist** Worklist

Manage Delegation

JAMES FISK

Some of your self-service transactions can be delegated so that others may act on your behalf to initiate and/or approve transactions for you and/or your employees. In addition, others may have delegated responsibility for their transactions to you.

[Learn More about Delegation](#)

Select *Create Delegation Request* to choose transactions to delegate and proxies to act on your behalf.

[Create Delegation Request](#)

Select *Review My Proxies* to review the list of transactions that you have delegated and the proxy for each transaction.

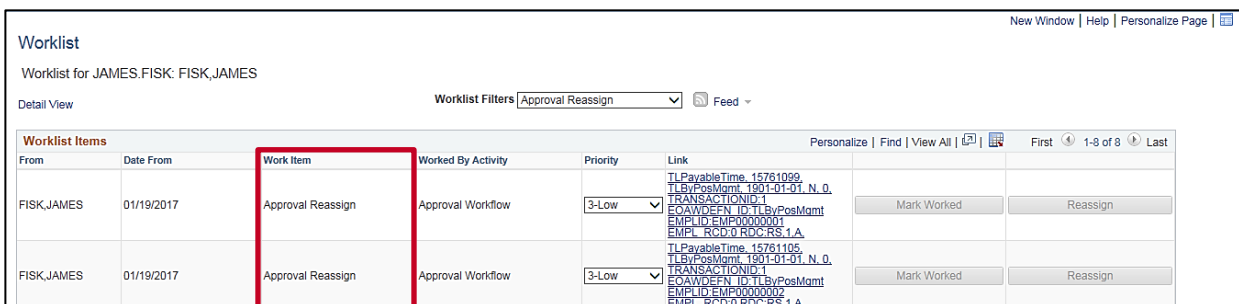
[Review My Proxies](#)

Select *Review My Delegated Authorities* to see the list of transactions that have been delegated to you by others, and to accept or reject pending delegation requests.

[Review My Delegated Authorities](#)

4. The **Manage Delegation** page displays.

5. Click the **Worklist** link.



Worklist

Worklist for JAMES.FISK: FISK,JAMES

Detail View Worklist Filters **Approval Reassign** Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
FISK,JAMES	01/19/2017	Approval Reassign	Approval Workflow	3-Low	TLPayableTime_15781099 TLByPosMgmt_1901-01-01_N_0 TRANSACTIONID1 EOAWDEFN_ID_TLByPosMgmt EMPLID_EMP00000001 EMPL_RCD00_RDCRS_1A	Mark Worked	Reassign
FISK,JAMES	01/19/2017	Approval Reassign	Approval Workflow	3-Low	TLPayableTime_15781105 TLByPosMgmt_1901-01-01_N_0 TRANSACTIONID1 EOAWDEFN_ID_TLByPosMgmt EMPLID_EMP00000002 EMPL_RCD00_RDCRS_1A	Mark Worked	Reassign

6. Items that were on the other employee's worklist are now added to the proxy's worklist. These items are noted in the **Work Item** column as **Approval Reassign**. The proxy is now able to access and approve as appropriate.

Note: If the **From Date** is in the future and not today, the proxy will have to wait until that day arrives to be able to accept the delegation. The proxy receives an email on the day the delegation request has been added to either accept or reject the delegation.

Any unapproved worklist items are returned to the originator/delegator when the delegation expires (i.e., when the current date equals the **From Date** entered on the delegation request.).